

Salford Priors Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in The Memorial Hall Salford Priors, on Wednesday 16th December 2015.

Present: Councillors: K Littleford (Chairman), L Maude, L Wright, J Stedman, D Penn, P Dare, A Green, T Littleford.

Also in attendance: District Councillor M Cargill and 3 members of the public.

195. Apologies for absence: Councillor K James - Illness
County Councillor M Brain – Area Planning Meeting

196. Register of Interests: Members were reminded of the need to keep their register of interests up to date.

197. Declaration of Interests: Members were asked to disclose any disclosable pecuniary interests in items on the Agenda and their nature. Councillors with a disclosable pecuniary interest are required to leave the room for the relevant agenda item.

a. Pecuniary Interests.

Cllr J Stedman declared disclosable pecuniary interest in Minute 200 (c)(d)(e)(f)(g)(h) if discussed and Minute 203 (b).

Members were asked to declare any other disclosable interests in items on the Agenda and their nature.

b. Other Disclosable Interests

Cllr L Wright Minute 203(a)

198. Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.

a. Have your say. No under 18s were present.

b. St Matthews Church. The Rev'd Peter Walker, Rector of St Matthews Church, spoke of the proposed erection of a single story extension to the rear of St Matthews Church, a Grade 1 Listed Building in Station Road Salford Priors. He described the desire of church members and others in the wider parish community to provide contemporary meeting room and attached toilet facilities to enhance, encourage and promote increased use of St Matthews Church facilities.

c. Other Comments. The matter of arisings from mechanical hedge cutting being scattered into School Road Salford Priors was raised. Cllr J Stedman explained that individual landowners were responsible for hedge cutting within specific time periods each year. It was unlawful to create mess on public roads. To address the occasions when such problems arose it would be helpful to make note of the vehicle type and registration number so that the matter could be addressed direct with the landowner concerned.

District Council Member Report. District Councillor Mark Cargill's report is included at Minute 218. APPENDIX B.

The Chairman closed the adjournment at 19.20hrs.

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199. Acceptance of Minutes:

- a. The Minutes of the Ordinary Parish Council Meeting held on Wednesday 18th November 2015 at the Memorial Hall Salford Priors were proposed by Cllr T Littleford and seconded by Cllr A Green to be a true record of the meeting and signed by the Chairman.

200. Clerk's Progress Report:

- a. **Damaged street sign - Ridsdale Close.** **Resolved**
- b. **Road surface Broom Lane.** Street Works Inspector reports all surface repair patches were to be reinstated by Company Reeds in 2016. No date confirmed. Clerk to investigate use of warning signage in the interim.
- c. **Height reduction – playing field hedge.** Weather dependent. Clerk to monitor
- d. **Garden allotment hedge (overhang) cutting.** **Resolved**
- e. **Planter area in Orbit car park.** Work in progress. Clerk to monitor
- f. **Clearance and chisel ploughing - allotment Plot 10.** **Resolved**
- g. **New Lane Dunnington- Autumn 2015 tree planting.** Two trees planted, a third awaiting delivery. Clerk to monitor
- h. **New Lane Dunnington – clearance of green.** Area mechanically raked. **Resolved**
- i. **New Lane Dunnington – Fence repair.** CEMEX Contractor appointed. Clerk to monitor.
- j. **Bus shelter wash down/cleaning - Completed.** **Resolved**
- k. **Streetlight 10 St Matthews Close - Repaired** **Resolved**
- l. **St Matthews Close/Ridsdale Close – Footway repairs.** Work resume in 2016. Clerk to monitor
- m. **Allotment Fencing Ridsdale Close entrance – Repaired** **Resolved**
- n. **Ridsdale Close – Shop/PO External Light.** New fitting ordered. Clerk to monitor.

201. Neighbourhood Development Plan (NDP). Cllr T Littleford gave report concerning detailed documents circulated to Council Members. Results would be considered for NDP draft reviews in the New Year. Documents circulated were:

- a. Land at Orchard Close Salford Priors -Account of NDP Decisions
- b. Orchard Close Development Proposal - Feedback from Exhibition Event 21 Nov 2015
- c. Orchard Farm Development Proposals – Questionnaire Results

Discussion re' Orchard Close. Cllr J Stedman remarked upon the sustainability and topography of the site which was flat. The Jack Thompson Croft had been built within the conservation area and it was possible that the design of the Orchard Close site could be changed. He expressed disappointment that only a third of those attending the exhibition event had made representation. This was thought too small a proportion of representation to reject the mandate and that Orchard Close development could be re-evaluated against a wider set of criteria than those submitted by the developer.

Cllr T Littleford explained that the decision to reject the site was arrived at only after an extended period of careful evaluation of the various options. Bloor Homes were likely to deliberate the proposal further possibly resulting in submission of a planning application.

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Discussion re' Orchard Farm. Cllr T Littleford reported that 251 responses to the Orchard Farm Development Proposals had been received. He reflected on the comments made in returns and the recommendation to retain the proposal for the development which was regarded as a key policy reflecting a substantial contribution to the NDP.

Commenting on results shown on page 3 of the report, Cllr J Stedman thought the questions were not sufficiently specific. Further observation related to the HGV response (graph page 4) and concern about HGV vehicles on Evesham Road Salford Priors. Informal indication from the landowner concerning the industrial site at Orchard Farm suggesting exponential growth as a distribution centre with possibility of a reduction in the numbers of HGVs but increase in the number of transit vehicles. Evesham Road use by HGVs remained undesirable. It was advocated that the NDP Group should reflect this fact within the NDP policy for Orchard Farm Development Proposals.

Cllr J Stedman congratulated the NDP Group on the professional presentation of the reports highlighted.

202. Planning General: None

203. Planning Applications:

- a. **15/03699/OUT.** Proposed: Outline application for the erection of 5 no. dwellings (all matters reserved). At: Heath Cottage, Dunnington, Alcester. B49 5NW. For: Mr Jeremy Gascoine. (Contribution towards Public Open Space applies). **Supported by Council.** Clerk to submit planning application and open space contribution comments by 18 December 2015.

Cllr J Stedman left the meeting hall

- b. **15/03761/FUL.** Erection of a single story extension to the rear of the church to provide meeting room facilities. At: St Matthews Church, Station Road, Salford Priors. For: Mr Peter Penney. **Objection by Council.** Clerk to submit comments by 18 Dec 15.

Cllr J Stedman returned to the meeting hall

- c. **15/03937/TREE.** Proposed:-T1: Alder: fell. At: The Old Forge, Station Road, Salford Priors, Warwickshire WR11 8UX. For: Mr Paul Rigler. Comments due by 30 Nov 15. **'No representation'** submitted on 19 Nov 15. **Noted by Council**
- d. **15/04346/TREE.** Proposed: T1: Conifer: remove. At Periwinkle Cottages, Jack Thomson Croft, Salford Priors. For Mrs Jill-Staples Grantham. **No representation.** Clerk to submit comments by 4 January 2016.

Amendment Application

- e. **15/04012/FUL.** Proposed: Erection of 1 no. dwelling with vehicular access off Ridsdale Close. At: 15 School Avenue, Salford Priors. WR11 8XB. For: Mr D Faulkner. Comments due by 10 December 2015. Observations submitted with **'No representation'** on 9 Dec 15. Design amendment received to exclude use of cladding and inclusion of brickwork in keeping with adjacent properties. Council agreed delegation of approval decision to SDC Planning Authority. Clerk to contact Case officer to confirm delegation of decision.

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Planning Decisions

- f. **15/03689/TREE.** Proposed:-T1: Sycamore: reduce back to boundary. At: Kenley House, Station Road, Salford Priors, Evesham WR11 8UX. For: Mr John Browne.
Consent with Conditions. **Noted by Council**
- g. **15/02957/FUL.** Proposed: Replacement and enlargement of dormer windows to front and rear elevations. Provision of first floor balcony to front. At: Berryfield, Evesham Road, Salford Priors, Warwickshire WR11 8UU. For: Mr Anthony Greatrex. An amendment had been received for the application shown above. **Supported by Council.** Withdrawal of objection submitted by Clerk 14 Nov 15. **Noted by Council**
- h. **15/02964/FUL.** Proposed: Demolition of existing industrial building; erection of one detached dwelling house with associated curtilage and amenity land; formation of new access drive to serve new dwelling house and adjacent agricultural land; and all other associated works. At: Depot Rough Hill, Low Road, Church Lench, Evesham WR11 4UH. For: Mr John Ranson. **Planning permission is refused.** **Noted by Council**

204. Enforcement Issues: None.

205. Playing Field:

- a. **Monthly Inspection.** Inspection carried out on 27th November 2015. Report of broken glass on skate-park tarmac area. Clearance of the area was completed at the time of inspection.
- b. **ROSPA Annual Inspection.** A ROSPA Playsafety Ltd Annual Inspection of playing field equipment had been carried out on 30th September 2015. Following comment by Council Members regarding the reporting format, the Clerk had made telephone contact with ROSPA Playsafety Ltd and had emailed photographs re' toggle entrapment area, requesting evaluation and explanatory comment from the ROSPA representative who had undertaken the inspection. Acknowledgement of request had been received. Explanatory feedback awaited.
- c. **Playing Field Equipment Upgrade.** The Chairman commented on the need to form a Working Group to address progress of Playing Field Equipment Upgrade, focusing initially on provision of a MUGA. Proposed by Cllr K Littleford, seconded by Cllr L Wright and agreed by all Councillors. The Working Group would comprise Cllr's K Littleford, J Stedman, P Dare, D Penn and the Clerk.

206. Highways:

- a. **Lengthsman Job Progress.** Side out/clear growth overhang School Road footway from the school to Ban Brook Road turn commenced; clearance of leaves from footway by wall in front of St Matthew's Church; cut and clear fallen elm tree from obstruction (1) bus stop location School Road (2) AL11 Kissing Gate entrance near scout hut.
- b. **Lengthsman Tasks December into January.** Continue side out School Road footway; clear growth and debris playing field entrance road; litter pick Orbit car park and accessible hedge car park side; Straighten Priors Grange mounted sign; clear debris from gutters and kerb stones, wash down reflector posts and ensure white line visibility school road build outs; clear 4 X gullies junction School Road/Evesham Road.
- c. **Road Closure.** Temporary closure of D5492 Wood Bevington Lane to facilitate drainage works – 4th to 8th January 2016. **Noted by Council.**

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207. Amenities:

- a. **Street lighting School Avenue Salford Priors.** Exploratory enquiry with Western Power questioned the feasibility of providing a power source for street lighting in School Avenue Salford Priors. A diagram of Western Power distribution in the immediate area was scrutinized by Council Members who instructed that before the subject received further consideration, the Clerk was to draft and circulate a questionnaire to School Avenue residents to gauge support regarding the possibility of providing 2 streetlight units.
- b. **Concrete Streetlight Post Replacement.** Further to an outline proposal to introduce a rolling programme to update street lighting and concrete column replacement in areas of Banbrook Road, Cherry Tree Crescent and Garrards Close: A representative from WCC Highways (Lighting) had advised an approximate cost of £1,500 (inclusive of VAT and EON 1m transfer in tarmac) for 1 X 5m concrete column replaced with 6m steel column fitted with 32 LED Axia Lantern. The Highways representative agreed to attend a site visit early in 2016 to identify accurately factors which would ultimately determine costs.

The concrete streetlight unit outside 40 Ban Brook Road was unserviceable and first in line for replacement. Proposed by Cllr J Stedman, seconded by Cllr L Weight and agreed by all Councillors that the Clerk was to:

- i. Arrange interim repair by the Streetlight Contractor using a second hand light fitting
 - ii. Liaise with WCC Highways (Lighting) for on-site visit to pursue replacement with a new steel column fitted with LED light
- c. **Street Lighting Contractor Payments.** The Council noted payment of costs of £106.80 to Street Lighting Contractor P D Long for repairs to streetlight at 38 Ban Brook Road and inspection of streetlight at 40 Ban Brook Road and costs of £66.00 for repair of streetlight at 10 St Matthews Close. Replacement of the light on the external wall of the Post Office and a battery for a playing field solar light were awaited.

208: Community:

- a. **HM The Queen – 90th Birthday Celebrations.** Cllr K Littleford advised that a meeting of the 90th Birthday Celebrations Working Group would take place in January 2016. A date would be notified.
- b. **Christmas Tree Illumination event 2015.** Cllr K Littleford reported that despite difficult weather conditions the Christmas Tree Illumination event held on Saturday 28th Nov 15 had proved very successful and was attended by around 100 parishioners. Seven prizes of £5.00 vouchers were awarded to each year group for Christmas tree decorations made by local schoolchildren. Monies donated on the evening were added to generous cash donations and bottles of wine received from local businesses. Carol singing led by Mr Reg Stokes and a firework display kindly organized and donated by Ultimate Fireworks added an enjoyable atmosphere to the occasion. The local charity chosen for support this year was the Bidford Dementia Café. An opening launch event was planned for Monday 18th January 2016 at Westholme Court from 10.30 to 12.30.

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Proposed by Cllr T Littleford, seconded by Cllr L Wright and agreed by all Councillors that a sum of £400 be donated to support the Bidford Dementia Café project.

- c. **Communication Development Group.** No report submitted.

209. Rights of Way:

- a. Cllr D Penn advised the Council that during the preceding period he had not received report of difficulty concerning Rights of Way.
- b. Cllr A Green enquired if there were arrangements in hand for an annual event to walk selected footpaths within the parish. This would serve to highlight the footpaths as valuable assets within the community and help to preserve their regular use. The topic would be included in a Spring Newsletter with the object of promoting interest and participation in use of the circa 30 miles of footpaths within the parish.

210. Matters raised by Councillors:

- a. Cllr A Green advocated inclusion of the Amenity Contract Working Group Report as a standing item on the Agenda.
- b. Cllr D Penn advised that a number of drains on the B4088 between Dunnington Crossroads and the Toll House were overgrown. Clerk to alert WCC Highways.

211. Strategic & General Issues:

- a. **WCC Minerals Plan Consultation.** The WCC Minerals Plan consultation period had been extended to 4th January 2016. This change had been notified on the website and via E-News with link to the Parish Council Statement of Objection. Developments regarding the outcome of the WCC Minerals Plan Consultation would be notified via these mediums in the New Year when confirmed information was available.
- b. **Perkins Educational Foundation.** Council members agreed to the appointment of Mrs Sally Staley – Head Teacher Salford Priors C of E Primary School - as Perkins Educational Foundation representative, subject to confirmation their authority to make the appointment. Clerk to contact Dr Steven Roberts, Chairman Perkins Foundation, to confirm this aspect.
- c. **Contract Leasing Matters.** Gillian Blackford, WCC Senior Estates Surveyor had carried out a site visit to view the Youth Club and Community Centre - TOPS Building on Friday 11th December 2015. She advised that the various parties involved were in agreement with renewal of the protected ground lease requested for a 5 year period. A 10 year extension period might be possible if this was thought advantageous. Discussion followed regarding introduction of an option to include a break clause allowing (cost free) exit from the lease with 12 months' notice in a 10 year agreement. Ms Blackford agreed to discuss the 10 year ground lease option with colleagues and also agreed to forward lease renewal details and conditions to the Parish Council via the Clerk in time for consideration at the Ordinary Council Meeting planned for 20th January 2016.
- d. **Chronin Development Consultancy Ltd.** Following Cronin Development Consultancy Ltd. letter of request for an informal meeting, they had accepted invitation to attend the

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open forum section of the Parish Council Ordinary Meeting to be held on Wednesday 20th January 2016. Their purpose was to explain development proposals on land adjacent to Evesham Road Salford Priors.

212. Consideration of Correspondence Received.

- a. **Request for Installation of Traffic Mirror – Station Road Salford Priors.** WCC Highways had advised that installation of traffic mirrors on Warwickshire highways is not permitted. Clerk to write to enquirer to advise this outcome.
- b. **Terms of Reference** for Stratford on Avon District WALC Parish/Town Area Committee. **Noted by Council**
- c. **Pilot Lengthsman Project** – Rugby Borough. **Noted by Council**
- d. **Citizens Advice** Stratford upon Avon & District – Donation Request

Proposed by Cllr L Wright, seconded by Cllr P Dare and agreed by all Councillors that a donation of £350 be made to Citizens Advice Stratford upon Avon & District.

213. Correspondence for Information Only.

- a. West Midlands Local Politics Conference 20th January 2016 – Millennium Point B’Ham.

214. Finance:

General:

- a. **Precept and Budget Proposal for FY 2016/17.** Parish Council Precept and Budget Proposal for 2016/17 had been discussed during a preparatory budget meeting of Councillors held in the Memorial Hall on 2nd December 2015. At the Ordinary Parish Council Meeting on 16th December 2015, Parish Councillors were provided with a copy of the Budget Proposal tabling forecast of: Receipts, Payments net of VAT and New Policy Expenditure considerations for the next financial year. The proposed Parish Council Precept for 2016/17 was £55,000 (fifty-five thousand pounds). Acceptance of the various headings tabled and the resulting Precept identified was proposed by Cllr T Littleford, seconded by Cllr J Stedman and agreed by a majority of Councillors.
- b. **Appointment of Internal Auditor.** The appointment of Mr Geoff Bradley to carry out an interim internal audit for the Parish Council accounts 2015/16 during December 2015 was proposed by Cllr K Littleford, seconded by Cllr J Stedman and agreed by all Councillors.
- c. **HMRC Letter dated 4th December 2015.** HMRC Letter dated 4th December 2015 concerned PAYE underpayment FY 2013/14. The letter confirmed that the Salford Priors Parish Council response had been passed to the HMRC Dispute Team. The Dispute Team will be in contact once the parish council response has been reviewed. **Noted By Council.**

Payments

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- d. The council gave consideration and approval of the payments listed in Appendix A. Proposed by Cllr T Littleford, seconded by Cllr L Wright and agreed by all Councillors.
- e. It was agreed that Cllrs L Wright and L Maude would sign the cheques for payments listed in Appendix A (Minute 217).

The Council noted the Lloyds Bank Deposit Account opening balance and Current Account balance reconciled with the Lloyds Bank Current Account statement Number 19 issued 1st December 2015.

Lloyds Deposit Account:	£50,000.00
Lloyds Current Account	<u>£39,872.24</u>
Total Fund Balance	£89,872.24

215. Date of Next Meeting:

- a. Council confirmed the date of the next Ordinary Parish Council Meeting on Wednesday 20th January 2016 at 7.00pm in The Memorial Hall Salford Priors.

216. Closure of Meeting:

The Chairman closed the meeting at 21.50 hrs.

Chairman: _____ Date: _____

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217 Payments Authorised			APPENDIX A - FINANCE	
Cheque			Gross	Net
Number	Payee	Details	Payment	Payment
161	Pete's Handyman Services	Bus Shelter Cleaning	46.00	46.00
161	Pete's Handyman Services	Playing Field Inspection	10.00	10.00
162	Terry Hunt	Lengthsman	63.00	63.00
163	Digital Copier Systems	Parish Office Printing	35.70	29.75
164	Limebridge RS	Amenity contract	640.20	533.50
DD	EDF Energy	TOPS Electricity	39.00	39.00
DD	CF Corporation	P'Copier December Rent	42.00	35.00
DD	Lloyds Bank	Bank Charges to 9 Nov	15.10	15.10
165	Paul Mills	Clerks Salary and Expenses	***	***
166	B&W Hire Ltd	Portable Toilet Deposit	160.00	160.00
167	Avon Valley First Responders	AVFRS Donation	250.00	250.00
168	P D Long	Streetlight Maintenance	106.80	89.00
168	P D Long	Streetlight Maintenance	66.00	55.00
0	0	0	0.00	0.00
0	0	0	0.00	0.00
0	0	0	0.00	0.00
0	0	0	0.00	0.00
0	0	0	0.00	0.00
0	0	0	0.00	0.00
0	0	0	2,212.51	2,064.06
	Angus Soft Fruits Ltd	42332	250.00	
	Lloyds Bank plc	42328	51.22	
	Alamo UK Ltd	42334	150.00	
	Bomford Turner Ltd	42334	150.00	
	Public Cash Donations	42342	193.62	
	Stratford District Council	42353	1,766.35	
	0	0	0.00	
	0	0	0.00	
	0	0	0.00	
	0	0	0.00	
	0	Total Receipts	2,561.19	

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218. APPENDIX B. Report from District Councillor Mark Cargill

- **Planning.** Four hundred homes were granted planning permission at Long Marston near to the old airfield on Thursday 26th November 2015. This is phase one of a potentially much larger site perhaps to 2,100 homes or more. However, due to Highways objection this is the last large development in the area that will be allowed until the southern relief road is constructed. There is significant traffic congestion into Stratford even with the mitigation measures agreed on Thursday. Highways have indicated that significant infrastructure work needs to take place.
- *Cllr J Stedman asked if consideration had been given elsewhere in the district to relieve growing problems of traffic congestion. Some 380 houses had been constructed in the nearby Worcestershire area giving rise to considerable increase in numbers of vehicles crossing the Avon at Bidford and Welford. He commented about a route involving the A46 Island at Salford Priors. Cllr Cargill suggested that there was a groundswell of opinion for improved relief road arrangements, and that in the context of current circumstances, he was pleased Bidford Bridge had recently re-opened. (See below).*
- **Combined authorities.** The combined authorities discussion had abated but there is another meeting tomorrow at the Stratford college 2:30 to debate the issues with Lord Digby Jones.
- **Hopkins Precinct Alcester.** A meeting is being organized to start discussions on the development of Hopkins Precinct. This has been earmarked for some form of development for some time.
- **DIY SOS update.** Had attended to help out on this DIY SOS scheme undertaken in Victoria Road Bidford on Avon, transforming a home to suit a very poorly young lady. The prevailing spirit was uplifting with about 60 people on site while we were there. Not a bad word said! This was a great example of volunteering on a large scale.
- **Bidford Bridge.** The bridge had very recently re-opened. Within a day there was incidence of a 20 ton articulated truck trying to cross the bridge. Cllr. Mike Brain is the main contact for updates
- *Cllr K Littleford commented about the unhelpful positioning of bollards on the bridge contributing to reduced safety in pedestrian crossing. Cllr Cargill acknowledged that there are issues with the bollards but it is a very difficult situation to address.*
- **Planning Meetings.** Planning meetings in 2015 are now over with frequency of one held per week for nearly two months. The next is 13th January 2016. For reference there are 4-5 Appeals being heard in January/Feb demonstrating the high workload at the moment.
- **Warwickshire Waste Partnership.** Had attended a Warwickshire Waste Partnership meeting where protocols documents were signed with 10 boroughs, councils or public bodies designed to ensure better cross border working to ensure effective street cleaning. During the ongoing presentation SDC came out best at recycling in the county and in the top ten in the country. We have a 14% increase in recycling locally. Fly tipping is an important issue costing the district about £15k pa and nationally £49 million. There will shortly be an education campaign to encourage people to recycle more using the green bin, a process which is not well understood. Hopefully, this will raise awareness, reduce landfill, reduce methane gas as a by-product and save about £1million in the process!

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- **St Matthews Church.** Commented on appreciation that there are going to be concerns around the listed building aspect regarding proposals for building an extension, but reflected personally that this was a good scheme intended to help the current congregation and potentially increase it, a trend which is not necessarily the norm in the UK.